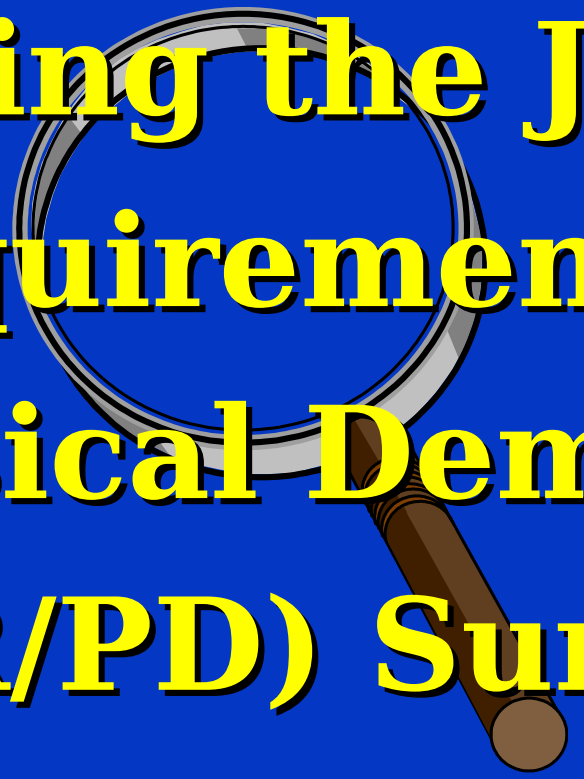
Using the Job Requirements & Physical Demands (JR/PD) Survey



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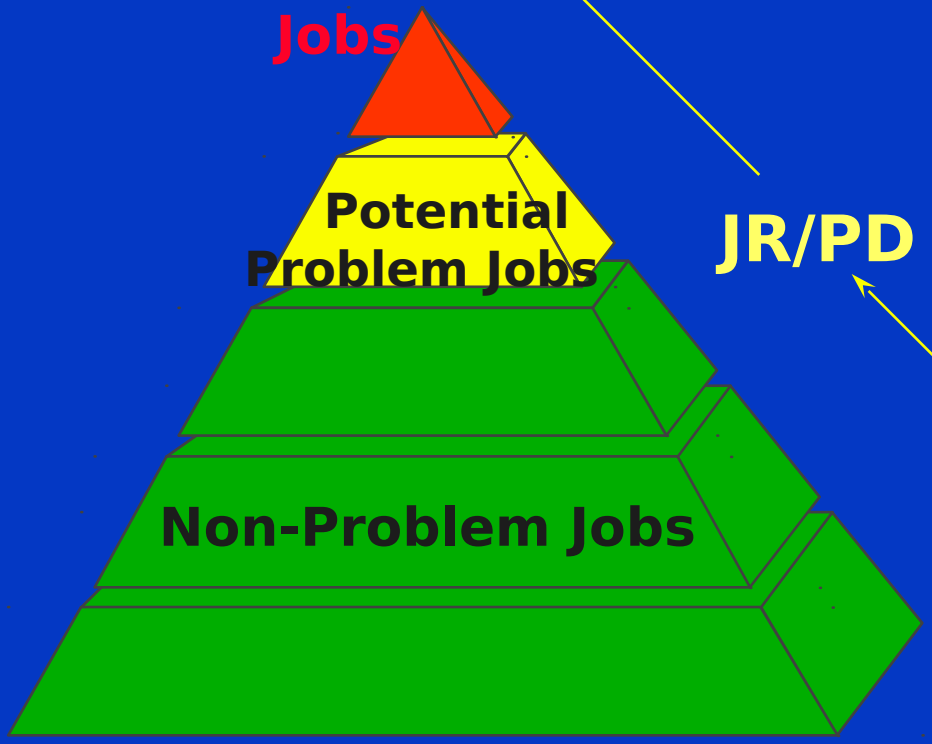
What is the JR/PD?

It is a **tool** specifically designed for AF personnel to collect information from workers about jobs, tasks or working conditions that could result in chronic musculoskeletal illness.

Why Survey?

- Existing records may be incomplete
- Historical data may not give an accurate picture of the present situation
- Surveys can capture information about new or pre-clinical WMSD cases

Overall Process



Population "At Risk"

Job

Job Analysis

Intervention

JR/PD

Education & Training

Initial Screening

- Trend analysis
- Walk-through surveys

Reduced Risk

Reduced Discomfort

Reduced WMSD

JR/PD Purpose

- Identify work activities, processes or tasks that may cause musculoskeletal discomfort
- Assess the relative impact of ergonomic, psychosocial, and individual factors on reported musculoskeletal discomfort
- Determine which work areas require more detailed analysis

JR/PD Features

- Can be easily and quickly administered to large groups
- Few technical skills required for data analysis
- Identifies and assigns priorities to work areas needing additional analyses
- Complements Level 1 Guides

JR/PD Components

- Cover Page
- Part I - Job Factors
- Part II - Your Body’s Response to Work Demands
- Part III - Work Content
- Part IV - Process Improvement Opportunities

Cover Page

- Survey Date
- Workplace Information
- Personal Information
- Work History

Part I - Job Factors

A. Description of Work

- Shoulder/Neck
- Hand/Wrist/Arm
- Back/Torso
- Legs/Feet
- Head/Eyes

Part I - Job Factors

B. Organizational Factors

- Provides indicator of job stress

C. Physical Effort

- Rating of perceived exertion
- Based on Borg Scale

Part II - Your Body's Response to Work Demands

D. Discomfort Factors
   - Frequency
   - Severity

E. General Questions

Part III - Work Content

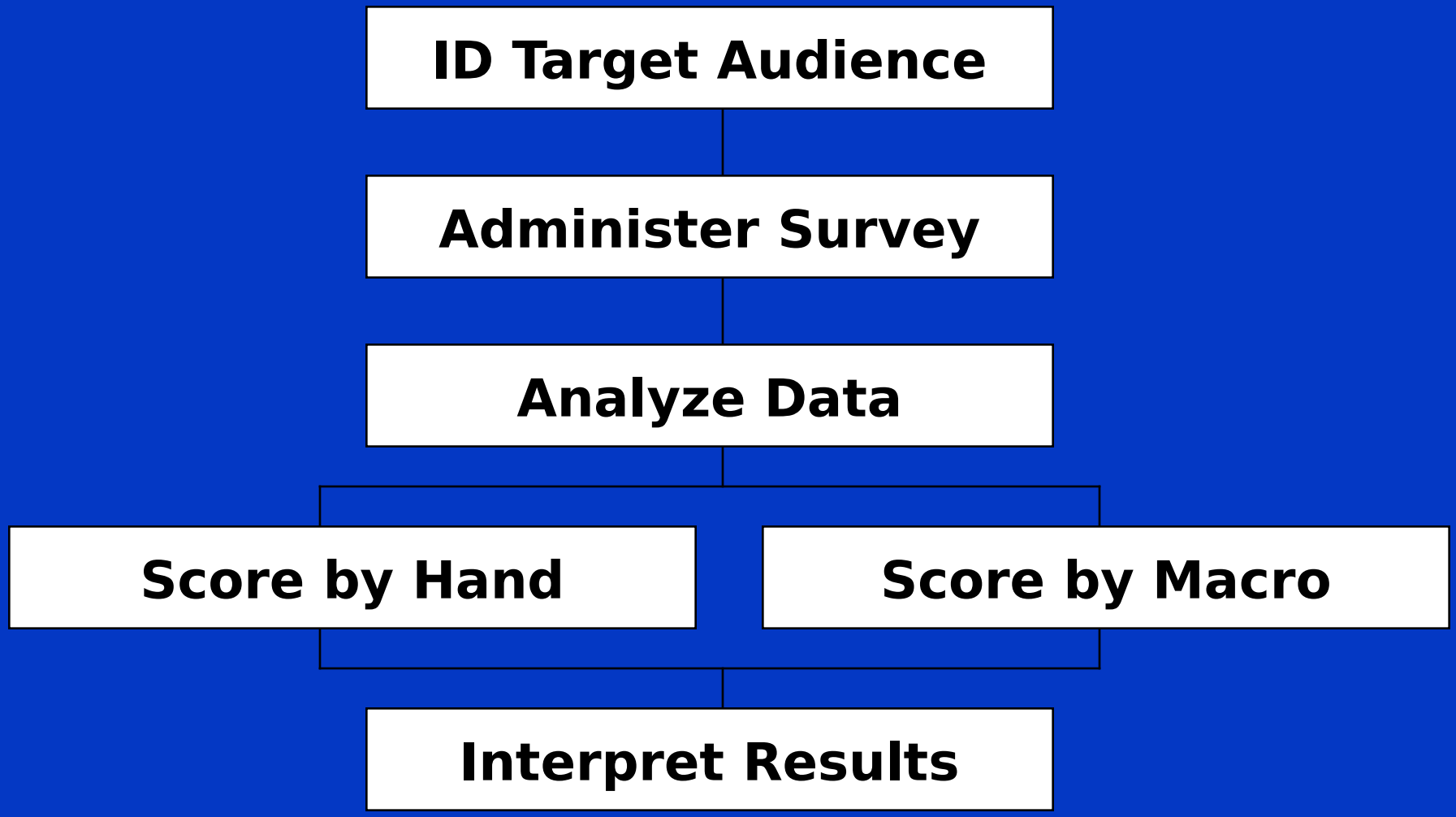
Identifies tasks associated with the job

- Routine
- Non-routine
- Seasonal
- Never/NA

Part IV - Process Improve

Employees encouraged to identify problem tasks and potential solutions

JR/PD Survey Process



ID Target Audience

- Focus efforts on shops where problems are suspected
- Strive for 80% participation rate among shop employees
- Can poll multiple shops at one time

Administer Survey

- Provide meeting room with sufficient seating, desk space and pencils
- Allow 30-45 minutes for survey completion
- Follow script for consistency

Analyze Data

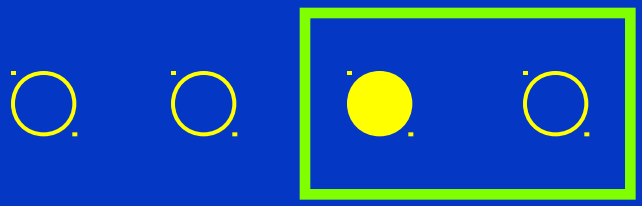
- Risk Factor Ratings (Q1-Q38)
- Organizational Factor Ratings (Q39-Q44)
- Physical Effort Rating (Q45)
- Discomfort Ratings (Q46-Q60)
- General Questions (Q61-Q65)
- Work Content Score (Q66-Q122)

Description of Work

Shoulder/Neck

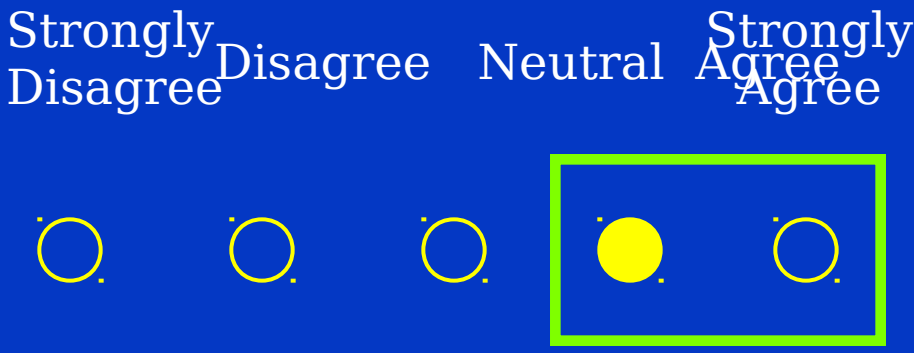
Never 0-2 hrs 2-4 hrs 4-8

1. I work with my hands at or above chest level.



A response in either box is scored as a YES

Organizational Factors



39. I often feel unclear on what the scope and responsibilities of my job are.

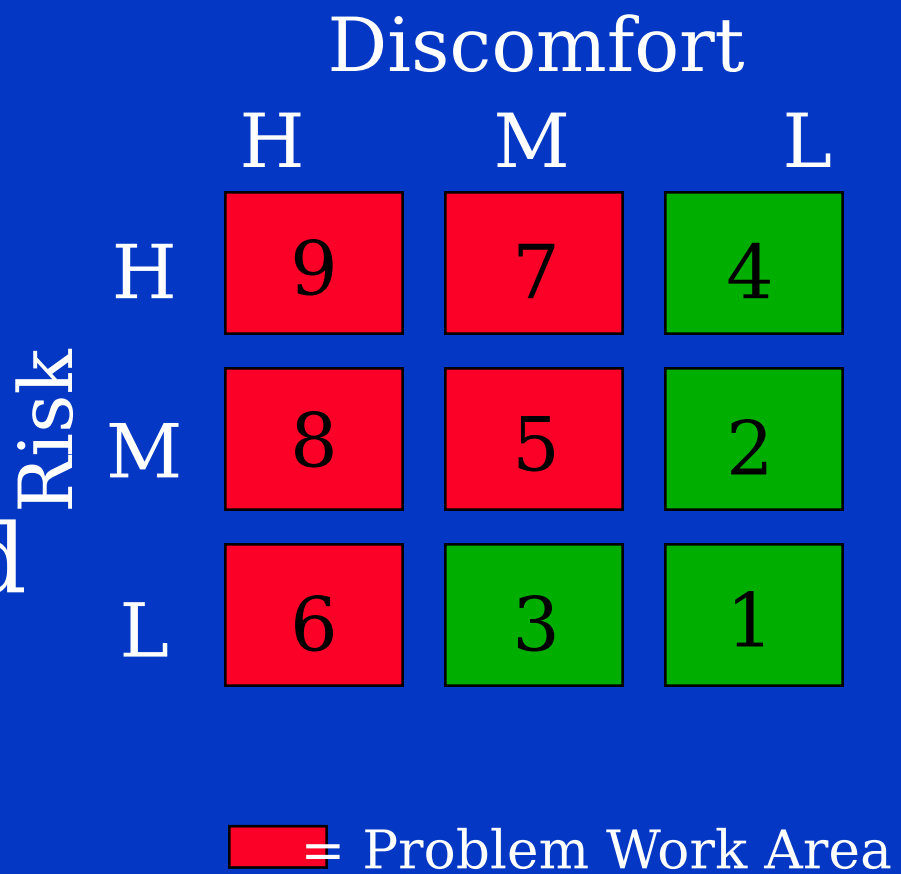
A response in either box is scored as a YES

Interpret the Results

- Survey Priority Rank
- Other Considerations

Survey Priority Rank

Combines the Risk Factor Rating with the Discomfort Rating to yield a priority score for each body part and the job overall.



USAF Job Requirements and Physical Demands Survey

	Body Parts				
	Shoulder/Neck	Hand/Wrist/Arm	Back/Torso	Leg/Torso	Head/Eye
Priority Score	5	2	3	1	4
Risk Prevalence	33%	33%	0%	0%	83%
Risk Rating	Medium	Medium	Low	Low	High
Discomfort Prevalence	50%	17%	50%	0%	0%
Discomfort Rating	Medium	Low	Medium	Low	Low

Overall Priority	5
EPRA	Yes

Surveys Analyzed	6
Eligible Workers	6
Response Rate	100%

Other Considerations

- Organizational Factor Rating: **HIGH** indicates need for follow-up job stress evaluation.
- Physical Effort Factor Score: **HIGH** (15+) indicates need for follow-up evaluation regardless of survey priority rank.
- Health Care Provider Visit: Compare to injury/illness logs to identify potential WMSD under-reporting.

Other Considerations

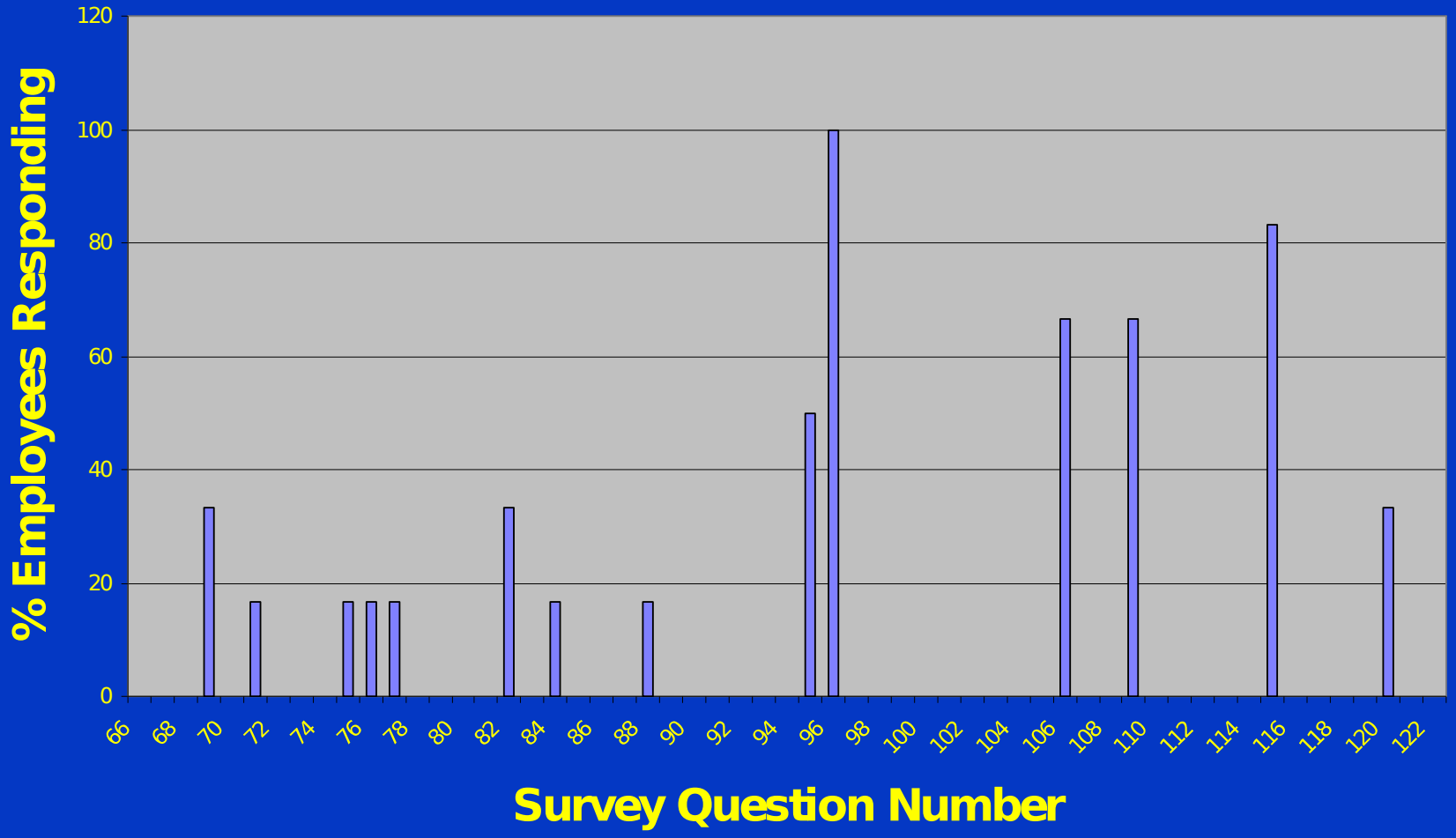
- Recovery Time Score: Serves as alternate measure of discomfort severity.
- Activity Interruption Score: Serves as alternate measure of discomfort severity.
- Previous Diagnosis Score: If >20%, may need to re-evaluate survey priority rank
- Contributing Factors Score: If >20%, may need to re-evaluate survey priority rank

Other Considerations

- Work Content and Process Improvement Opportunities: Use to highlight specific tasks, processes, etc. for subsequent (Level 1) evaluation.

JR/PD Survey Process

Routine Task Distribution



Summary

- JR/PD allows rapid and systematic assessment of ergonomic hazards in all types of AF work environments
- Can be used to establish overall priorities for further investigation
- Can be used to establish a plan for specific follow-up within high priority shops
- Can be used to measure the impact of completed problem-solving efforts.

For More Information

AL/OE-TR-1996-0158 V.2

Preventing Work-Related Musculoskeletal Illnesses Through Ergonomics: The Air Force PREMIER Program Volume 2: Job Requirements and Physical Demands Survey Methodology Guide

AF Ergonomics Online

http://sg-www.satx.disa.mil/old/sg/docs/hscoemo.htm